

JOB PERFORMANCE REPORT

State of: Idaho

Name: Regional Coordination and Assistance

Project No.: F-71-R-11

Title: Fisheries Library Assistance

Subproject No.: II

Job No.: 2

Period Covered: July 1, 1986 to June 30, 1987

OBJECTIVES

1. To catalog publications and enter on library retrieval system.
2. To expand library services to fisheries management staff.
3. To provide better knowledge of and access to available library materials to all Department staff.
4. To troubleshoot and correct problems on new library system and work on the conversion from the old system to the new.

RESULTS

Librarian served as coordinator for all books and journals purchased by the Department (approximately 200 purchased). Librarian served as coordinator for literature searches for the Department via Dialog, Westfornet, WLN, and the Fish and Wildlife Reference Service (approximately 170 requested).

Librarian distributed table of contents for 17 journals to 114 biologists, conservation officers, land managers, and hatchery personnel.

Librarian updated author index to Department DJ reports.

Cataloging accomplished was at a minimum due to the system conversion and upgrading, debugging of the system, and the library move. Library was moved from the former location in the headquarters building to a new, singlewide, modular office unit. This took a month of packing, two days of actual moving, and a month of reorganizing. Librarian sorted, packed, and indexed all DJ reports, bulletins, and other Department publications into storage boxes to be kept in long-term, accessible storage at the Eagle Hatchery.

Librarian served as the coordinator for donated publications to the Department.

Librarian requested and retrieved information, publications, dissertations, theses, and articles for all department personnel and filled the public's and other agencies' requests for department publications and reports (approximately 4,000 transactions).

Librarian was in charge of maintaining historical files of all Department publications (and the magazine and tabloids) and responsible for getting these publications in a bound form for permanent record, to include also two copies of all Department regulations and legal notices for historical records.

Librarian designed and the Fisheries Staff Biologist programmed a dBASE II "New Reports Newsletter" that contains documents and articles of possible interest to Department personnel. These entries are procured from journals found at area universities and libraries, from the sports fisheries abstracts and wildlife review, and publications received from other state fish and game agencies, the U.S. Forest Service, U.S. Fish and Wildlife Service, Bureau of Land Management, Corps of Engineers, Bureau of Reclamation, and universities and cooperative fish and wildlife units. Each newsletter contains approximately 2,000 entries. The newsletter has been well received and is reviewed by approximately 200-250 Department personnel.

Submitted by:

Inez Hopkins  
Librarian